

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

January 4, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF A SECOND CONTRACT FOR TEMPORARY  
PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN  
SERVICES FOR THE  
COUNTY OF LOS ANGELES PUBLIC LIBRARY  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign a contract to Library Associates for the provision of temporary professional and paraprofessional librarian services. The agreement is for a period of 17 months and 27 days, effective January 5, 2005, through June 30, 2006, with two one-year options to renew.
2. Authorize the County Librarian to sign contract renewal options for up to two additional years if needed, and to sign monthly extensions as set forth in the agreement not to exceed six months.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommendation is to provide the Public Library with additional temporary professional and paraprofessional librarian services on an as-needed basis which will provide the Public Library with the ability and flexibility to maintain operations with minimal disruption to Library customers. The Board approved the first contract for these services with the highest ranked proposer on June 8, 2004. This second contract with the next highest ranked proposer will provide the Department with additional flexibility within the same budget.

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This agreement also provides the Department with outside expertise on an as-needed basis for functions such as the cataloging of various non-English materials that the Public Library does not process.

#### Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

#### **FISCAL IMPACT/FINANCING**

The Department is requesting approval to contract for an amount not to exceed \$100,000 per year under this agreement. However, based on the Department's approved budget, the Department will expend only those funds available, and the addition of a second contract for these as-needed services will not increase the budget. The contract documents provide that the County guarantees no minimum service or expenditure to the contractor. The cost for this agreement will be paid from existing funds included in the Department's operating budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Department previously re-bid an existing contract which expired on June 30, 2004. All requirements of the California Government Code 31000.4 for contracting of temporary services have been met and there is no conflict of interest. The solicitation permits the award of more than one contract, and the Department has determined that the award of a contract to a second responsive proposer will provide more flexibility in maintaining operations. It has been the Department's practice to have two contracts available to meet the need for professional and paraprofessional librarian services, and the award of this agreement is consistent with that practice.

On March 26, 2004, proposals were solicited from the Public Library's proposers list, which includes contractors listed in the County's Community Business Enterprise (CBE) Database. Advertisements were placed in the Los Angeles Times, The Sentinel, and a chain of bilingual community ethnic newspapers published by the The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the County's Office of Small Business web site. The CBE information is summarized on the attached documents.

On final analysis and consideration of the award, this contractor was selected without regard to race, color, and creed.

The Contract contains a provision which requires the contractor to give first consideration for any employment openings to qualified permanent County employees who are targeted for layoffs or on the County's re-employment list during the life of the agreements.

The attached Contract has been reviewed by CAO-Employee Relations, Department of Human Resources, Local 660, and approved as to form by County Counsel.

### **CONTRACTING PROCESS**

Proposals were received on April 23, 2004, from four contractors (PDQ, AIM Staffing, Inc., Library Associates, and Act 1). The proposals were reviewed at the pass/fail stage and then evaluated by the Public Library's evaluation committee and rated according to business experience financial resources, ability to perform the required work, and cost to the County. AIM Staffing, Inc. was determined to be non-responsive because they stated they would not be able to provide the Insurance required by the County for this contract. A contract was awarded to the highest rated contractor, PDQ, on June 8, 2004. The Department is proposing to award another contract to the second highest rated responsive contractor, Library Associates.

The attached agreement is for a period of 17 months and 27 days, effective January 5, 2005, through June 30, 2006, with two one-year options to renew. This will be consistent with the expiration of the first award term.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreement as this Agreement is for non-Proposition A services.

We are requesting that your Board authorize the County Librarian to sign one or both of the renewal options as-needed, and to sign monthly extensions as set forth in the agreements for a period not to exceed six (6) months.

### **IMPACT ON CURRENT SERVICES**

The second contract is needed to give the Public Library the additional flexibility to maintain operations with minimal disruption to Library customers.

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## **CONCLUSION**

The second agreement for temporary professional and paraprofessional services provides a viable option for the Public Library where the utilization of regular County employees is not feasible or is impracticable. The second contract will provide the Public Library with the ability and flexibility to maintain operations while minimizing disruption to Library customers.

Respectfully submitted,

Margaret Donnellan Todd  
County Librarian

MDT:DF:RG:TVF:jm

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## **Attachments**

c: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor-Controller